

# Harford County Public Schools



## **REQUEST FOR INFORMATION RFI # 19-BTW-005 Outsourcing Elementary Schools Science Kit Program Services**

**Issue Date: May 9, 2019  
Questions Due: May 17, 2019  
Due Date and Time: June 7, 2019 at 2:30 PM**

## **Harford County Public Schools - Elementary Science Kit Program**

### **RFI BACKGROUND**

The HCPS Elementary Science Program services all elementary teachers, grades K-5, with approximately 750 teachers in 33 elementary schools. Kit materials are developed and customized to complement the Elementary Science Curriculum, which is written to address the Next Generation Science Standards (NGSS). The HCPS Elementary Science Distribution Center assembles and provides all teachers with customized science kits, which include all materials and resources required to implement the science curriculum.

Science kits are school-based, teacher assigned, and color coded by grade level, with all consumable and non-consumable materials provided. Inventory lists are provided for each science kit. Non-consumable materials are cleaned, saved and stored in kit containers by teachers and are replaced as needed. Additional non-consumable materials are provided on an annual basis in order to improve the teacher-student ratio. Consumable materials are replenished in an ongoing manner using an internal, electronic ordering system. Perishable items (flowers, potatoes, fruit, etc.) are not provided in kits, but associated expenses are reimbursed to those that purchase them at each school. Live items (caterpillars, ladybug larvae, praying mantis eggs cases, etc.) are ordered by schools using vouchers or directly by the Science Office when teachers require them.

Consumable materials are packaged for distribution by grade level in resealable bags, which are labeled with the teacher and school name and placed in cardboard boxes. Large boxes and large quantities are delivered to schools using a contracted service, with deliveries occurring at various points throughout each quarter. Smaller items and quantities are delivered through the HCPS courier service. As teachers encounter urgent needs for materials or kits, the Elementary Science Distribution Center immediately responds to such needs.

<b>2018-19 School Year</b>			
<b>Grade Level</b>	<b>Number of Kits</b>	<b>Number of Teachers</b>	<b>Total Number of Kits</b>
<b>Kindergarten</b>	1	137	137
<b>Grade 1</b>	3	127	381
<b>Grade 2</b>	3	125	375
<b>Grade 3</b>	3	121	363
<b>Grade 4</b>	3	119	357
<b>Grade 5</b>	3	123	369
<b>TOTAL</b>	<b>16</b>	<b>752</b>	<b>1982</b>

#### **Service**

#### **Requirements**

1. All kit contents and supplies must be aligned with curricular and inventory requirements. (**See Attachment for details**)
2. The quality of materials and supplies should meet or exceed current needs.

3. A user-friendly, web-based ordering platform is required. This platform should be customized to exclusively include HCPS kit materials, organized on a grade level basis and a kit by kit basis.
4. The customized, web-based ordering platform should allow for the ordering of complete kit replenishments as well as their individual components.
5. Web-based ordering should allow for the setting of dates to identify when live and perishable items are needed.
6. The ordering system should be flexible in order to allow for regular item changes and additions.
7. The item exchange and return process should be user-friendly.
8. The timely delivery of kits and their components should be guaranteed, by user identified dates.
9. On-demand customer service with company representatives familiar with the HCPS program and its requirements must be available to support users with all needs.
10. High quality communication is necessary between company representatives and HCPS, to include the Office of Science, Office of Purchasing, elementary schools, teachers, and administrators.

### **Additional Requested Information**

1. Kit costs with the following breakdowns:
  - a. Complete kit costs including all consumable and non-consumable materials.
  - b. Replenishment kit costs including all consumable materials.
  - c. Item by item costs for all individual kit components.

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#### **RFI Coordinator/Communications**

Upon release of this RFI, all communications should be directed in email to the RFI Coordinator listed below. Unauthorized contact regarding this RFI with other HCPS employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the School District.

RFI Coordinator for this RFI will be:

*Name:* Bobbie Wilkerson, CPPO, CPPB  
*Address:* A.A. Roberty Building, 102 S. Hickory Ave., Purchasing Department, 3<sup>rd</sup> Floor  
Bel Air, MD 21014  
*E-mail:* [bobbie.tolstonwilkerson@hcps.org](mailto:bobbie.tolstonwilkerson@hcps.org)

#### **Required Schedule**

*These dates are estimates and are subject to change by the HCPS.*

Event	Date
Release RFI	May 9, 2019
Questions Due	May 17, 2019
Requests for Information Due	June 7, 2019 @ 2:30 PM
Review of RFI complete/decision made to do RFP— <b>estimated date</b>	July 15, 2019

## **Response Format**

Requests for Information should be prepared simply and provide the information requested.

### **Submittal Response Date and Location**

Submittals must be delivered to the Purchasing Department to: [bobbie.tolstonwilkerson@hcps.org](mailto:bobbie.tolstonwilkerson@hcps.org) no later than June 7, 2019 at 2:30pm. The Official Clock for submissions is within the purchasing office. All submittals and accompanying documentation will become the property of HCPS and will not be returned. Faxed submittals will not be accepted. The submitting party accepts all risks of late delivery of mailed submittal regardless of fault.

### **Submittal Format**

**Provide** three (3) electronic copies and one (1) hardcopy (marked) original of the Request for Information must be received by the RFI deadline. The School District, at its discretion, may make additional copies of the Requests for Information for the purpose of evaluation only.

### **Vendor's Cost to Develop Request for Information**

Costs for developing responses to this RFI are entirely the obligation of the vendor and shall not be chargeable in any manner to HCPS.

### **No Obligation**

This RFI imposes no contractual obligation whatsoever on the part of HCPS or Vendor.

### **Submittal Requirements:**

Responses to this Request for Information should include the following:

1. **Company Background:** Provide general background information regarding your company including a summary of previous experience in similar types of outsourcing projects.
2. **Specific listing of services provided:** Please identify which outsourced services your company can provide that would replace the in-house process tasks listed in this RFI. Please also list what tasks would still be required by HCPS staff if we chose those services.
3. **Costs:** Please list rough estimated costs for Harford County Public Schools to use all of your services as defined in the RFI or a partial use of your services.
4. **Hourly Cost:** Please list rough estimated hourly costs for the Harford County Public Schools to use your outsourcing services for specific tasks.
5. **Service Levels:** Describe the level of service you propose (e.g. 24x7 availability with 9am-5pm staffing).
6. You are encouraged to provide varying service levels in this RFI and identify what is included in each service level along with the cost of each and review each exhibit.

### **Existing staffing**

Elementary Science Teacher Specialist (1) – employee allocates a percentage of time dedicated to the ordering of materials for science kits and managing the science warehouse.

Warehouse Clerk (1) – employee is dedicated to the assembly of all science kits, receiving electronic orders and distributing materials accordingly, and maintaining organization and inventory of all science materials stored in the warehouse.

Driver (1) – an at-will driver delivers science kits to all elementary schools on a quarterly basis.